

**Michigan Department of Community Health
Division of Chronic Disease and Injury Control
HIV Care Section**

**MDCH Ryan White Program Guidance #14-01
Eligibility and Recertification**

PURPOSE

This guidance sets forth requirements related to eligibility and recertification for clients served by Michigan Department of Community Health (MDCH)-funded Ryan White sub-grantees.

BACKGROUND

Ryan White funds are used only where existing federal, state, and local funds are not adequate. It will supplement and not supplant existing funds. MDCH must assure that sub-grantees make reasonable efforts to secure non-Ryan White funds whenever possible for services to individual clients. MDCH and their sub-grantees are expected to vigorously pursue insurance coverage, including Medicaid enrollment, for individuals who are likely eligible for coverage and rigorously document their attempts to enroll their clients in an insurance plan or Medicaid if the client is non-compliant or the attempts are not successful. Documentation of proof must be included in the individual's health record at initial enrollment and at recertification to establish eligibility for criteria.

INSTRUCTIONS

1. *An individual is eligible for MDCH-funded Ryan White services if he/she meets the following criteria:*
 - Must be HIV-positive
 - Must reside in Michigan
 - Must be low income (not to exceed 450% of Federal Poverty Level)
 - Must be underinsured or uninsured for applicable Ryan White services that are reimbursable through third party payers

2. *Proof of eligibility criteria include:*

Eligibility Criteria	Accepted Proof/Documentation
HIV Status	<ul style="list-style-type: none"> • Eligible laboratory documentation confirming HIV diagnosis test results include: <ul style="list-style-type: none"> ◦ Western Blot, viral load, viral culture, genotype, Nucleic Acid Amplification Test (NAAT), Multi-spot, or Immunoassay (IA) results positive for HIV. • Documentation from eligible Physician or his/her designee: <ul style="list-style-type: none"> ◦ As allowed under Michigan law verifying that the individual is HIV positive. • Other documentation: <ul style="list-style-type: none"> ◦ 2 Dual Immunoassay (IA) results positive for HIV (assays must be from different manufacturers).
Residency	<ul style="list-style-type: none"> • Current State of Michigan identification card or Driver's License • Utility bill in individual's name showing address • Benefits award letter (Department of Human Services (DHS)/Social Security Administration(SSA)) with individual's name and address • Lease or mortgage in individual's name showing address • Voter registration
Income	<ul style="list-style-type: none"> • Benefits award letter (DHS/SSA) • DHS Client Benefits Assessment • Most recent months' pay stubs • Tax forms from previous year • Unemployment benefits award • Corrections release papers within 30 days of release • Declaration of no income • Declaration of support • Notarized statement from an employer showing gross pay for 30 days
Insurance Status	<ul style="list-style-type: none"> • Insurance cards • Department of Human Services CBE • Denials from DHS/SSA

3. *MDCH-funded Ryan White sub-grantees must complete recertification of eligibility for individuals at **a minimum of every six months**. The recertification process must include collection and update of more in-depth documentation of proof at **a minimum once a year**.*

Guidelines for completing recertification:

Eligibility Criteria	Initial Eligibility	6 Months Recertification	12 month Recertification
HIV Status	Collect and document acceptable proof in individual's health record	No recertification required	No recertification required
Residency	Collect and document acceptable proof in individual's health record	Talk to the individual about eligibility status	Collect and update acceptable proof in individual's health record (same information collected at initial eligibility)
Income		If individual reports no change, document in the individuals health record	
Insurance Status		If individual reports change, collect and update acceptable proof in individual's health record	